

OFFICE ASSISTANT I - MPD

(Milwaukee Police Department)

THE DUTIES: The City of Milwaukee Police Department employs Office Assistants in all of its district stations. Under supervision, Office Assistants type letters, reports, records and other documents and perform other clerical duties.

Employees are eligible for promotion to Office Assistant II upon completion of two years of office experience, which included a substantial amount of typing. Six months of this experience must immediately precede the date of the examination as a regularly appointed Office Assistant I with the City of Milwaukee.

**NOTE: The current openings are for Second and Third shift positions.
(Some part-time positions are available)**

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE REQUIREMENTS:

1. Ability to type at a minimum of 45 words per minute.
2. Proficiency with word processing software is desirable.
3. Graduation from high school or successful completion of high school equivalency or G.E.D. tests is desirable.
4. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

THE CURRENT SALARY RANGE IS: City (400): \$24,174-\$30,253 annually.

THE SELECTION PROCESS will be job related and will include a written test of clerical skills and a performance test of typing skills. Candidates must receive a minimum qualifying rating on each part of the examination. The minimum typing speed needed to qualify is 45 wpm. Typing tests will be given on a computer keyboard.

EXAMINATION WEIGHTS: Written Test - 5 Typing Test - 1

This is a continuous examination. Examinations will be given as often as necessary to meet the needs of the Milwaukee Police Department. All qualified candidates will be notified of the date, time and place of the examination. Persons placed on an eligible list will remain on the list for 1 year ONLY. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

INFORMATION ABOUT CITY OF MILWAUKEE EMPLOYMENT

The City of Milwaukee's municipal workforce is characterized by honest and efficient service to the public. We are seeking employees who are committed to continuing this tradition and who are sincerely interested in providing our citizens with the best services at the least possible cost.

REQUIREMENTS

1. A City Charter Ordinance requires City employees to live in the city of Milwaukee. This means within the Milwaukee city limits. When this requirement is waived, an employee must become a resident of the city of Milwaukee within six months from the date of appointment and must maintain continuous residency in the city thereafter.
2. You will be asked to show proof of residency, your birth certificate, military papers and/or any other papers required unless otherwise indicated. The documents must be presented prior to appointment to the job.
3. In accordance with the Immigration Reform and Control Act of 1986, the City of Milwaukee will employ only persons legally authorized to work in the United States. Employment, if offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment. Failure of an employee to comply with this time frame will result in immediate termination of employment.
4. Students in their final year in school may be admitted to examinations requiring a degree but may not be hired until the degree has been completed.
5. Combinations of experience, education, and professional certification equivalent to that listed on the other side of this announcement sheet, may also be considered if necessary to meet the needs of the City.
6. Persons rejected from an examination or removed from an eligible list may file a written appeal which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.
7. In the following situations, candidates may be certified regardless of their eligible list rank: the highest ranking persons who have specialized training and/or experience not possessed by all persons on the eligible list, or who meet approved employment objectives including affirmative action.
8. Candidates who have successfully completed a designated City of Milwaukee training program and who pass this examination may be certified regardless of their standing on the eligible list.
9. Eligible lists resulting from examinations may be used to fill other comparable positions.

10. Employees in bargaining unit jobs are not required to join the union but may be required to contribute a "fair share" amount under an agency shop agreement. This amount will be deducted automatically from your payroll check.
11. Applicants must provide a social security number for use as a record identification number in accordance with Civil Service Statutes, Rules and City Charter Ordinances.

FILING AN APPLICATION

1. If you plan to take any City examinations, you must fill out and file a formal application for that examination on or before the date listed on the other side of this announcement sheet. Applications may be filed by mail if they are postmarked no later than midnight on the last filing date. The official circular of information for this position is on file in Room 706, City Hall.
2. All information provided on applications is subject to verification. Previous employers may be contacted unless you request a delay until your name is placed on an eligible list for employment.

ON THE DATE OF THE EXAMINATION

The City's examinations are job related, and cover areas relating to the "DUTIES" section which appears on the other side of this sheet.

1. Please appear **PROMPTLY** at the time the examination is to be given. If you come late, you may not be allowed to take the examination. You will be required to present a form of picture identification.
2. Since parking space may be limited, allow extra time to find a parking space where you can leave your car for the full time of the examination. Examinations generally take from 2 to 4 hours.

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3. If you normally need glasses or hearing aids, be sure to bring them to the examination.
4. If the test you plan to take is scheduled at City Hall in the evening or on the weekend, please use the Market Street entrance, located on the east side of the building.

VETERAN PREFERENCE

Veterans' preference points will be added to the scores of qualifying individuals in accordance with state statutes and City Service Commission policy.

MEDICAL EXAMINATION/CONVICTION RECORD CHECK

If you are offered an appointment, you will be required to sign a waiver which allows a check of your conviction record. You will also be required to pass a medical examination as prescribed by the City's medical examiner. These conditions must be met for employment with the City.

PROBATIONARY PERIOD

If you are hired, you will serve a probationary period. This "job tryout" is the last part of the examination and lasts at least three months and may, depending on the job, last up to three years. Employees may be terminated during this time without right of appeal.

TRAINING

The City pays tuition costs up to \$1200 per year for most regular employees (amount varies by employee/bargaining group contract) taking approved courses or seminars that are related to their present jobs or to reasonable promotional objectives. This reimbursement may be directed to both tuition and required text book costs, providing that the employee satisfactorily completes the course. The City also maintains an extensive in-service training program designed to promote career advancement and professional growth. City employees are encouraged to take advantage of these opportunities.

PROMOTIONS

The City provides a variety of career and promotional opportunities. Many examinations for higher positions are open only to employees who are working for the City. On-the-job training and other opportunities are offered which help prepare employees for these promotional examinations.

BENEFITS FOR ELIGIBLE EMPLOYEES

1. SALARIES

City employees are paid every two weeks and may receive periodic increases.

OVERTIME COMPENSATION: Covered employees are compensated to overtime work in accordance with the Fair Labor Standards Act. Individuals should discuss overtime pay practices with the appointing authority prior to accepting employment with the City.

2. VACATION AND HOLIDAYS

The basic vacation for eligible employees is two weeks and two personal off-days after one year of service. Most employees are eligible for three weeks of vacation after five years of service (may vary by employee bargaining group contract) and for additional vacation after longer period of service. There are 11 paid holidays each year.

3. HEALTH, DENTAL AND LIFE INSURANCE

Most employees are provided Major Medical, Surgical and Hospitalization insurance on a liberal basis. The City pays all or a major part of the cost of health, dental and life insurance, depending upon the employee's representation group.

4. SICK LEAVE, INJURY OR DISABILITY

Most employees earn sick leave at the rate of 15 working days a year, up to a maximum of 120 days at full pay. Other sick leave benefits may also be available.

5. RETIREMENT

The City provides a liberal defined benefit retirement plan.

6. DEFERRED COMPENSATION PLAN

Employees may set aside part of their paycheck and have it invested through this plan. The deferred compensation is exempt from federal and state tax until it is withdrawn.